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| Queen’s Road, Richmond upon Thames TW10 6HW (11-18 VA Mixed Comprehensive school)  NOR 1000  Headteacher: Mrs. H Dixon |
| Human Resources Officer **4 days a week/term time + 1 week**  **NJC scale point 16 to 20 (FTE £31,926 - £33,957) actual starting salary £23,448pa**  **Required as soon as possible**  Christ's School is located near Richmond Park and is a truly inclusive and comprehensive Anglican school which provides for students of every faith and every background and has attained an excellent reputation within the local community. Its strong Christian ethos permeates all aspects of the school's work and this has had a marked impact in securing excellent outcomes in each student's personal development, based on good relationships at all levels.  Christ’s is a welcoming social community. Health and wellbeing are extremely important to us and opportunities are created regularly to socialise together.  The school also offers good development opportunities for all staff. We have extensive grounds which are used by the wider community and we can offer free car parking for all staff. The school is located in Richmond which offers good transport links by tube, train and road.  The HR Officer will assist with the day-to-day operations of the HR functions and duties providing clerical and administrative support to the HR Manager  Strong organisation skills and attention to detail are critical, as are good communication and ICT skills, along with an interest in the education of young people. Induction, training and support will be provided.  To apply please send your completed application form (no CVs) with a covering letter outlining how you meet the criteria detailed in the application pack to Julia Ralph, H.R. Officer, email: [**hr@christs.school**](mailto:hr@christs.school)by **9am, Monday, 18th November 2024**. Interviews to follow thereafter. Tel: 020 8940 6982[www.christs.richmond.sch.uk](http://www.christs.richmond.sch.uk) Christ’s School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure and Barring Service. |